



DENTON COUNTY
invites applications for the position of:
Communications Officer - Sheriff

SALARY:	\$21.97 - \$25.49 Hourly \$1,757.77 - \$2,039.00 Biweekly \$45,702.00 - \$53,014.00 Annually
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OPENING DATE:	09/07/21
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CLOSING DATE:	Continuous
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DESCRIPTION:

THIS POSTING MAY CLOSE AT ANY TIME ONCE A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED.

The Communications Officer performs specialized radio and communications work. This position receives incoming non-emergency and emergency calls, prioritizes calls received, and relays information via available communications systems to appropriate field personnel.

EXAMPLES OF DUTIES:

Operates emergency and non-emergency communication systems; receives requests for service by telephone; obtains and relays necessary information efficiently and accurately; gives callers direction and instruction as necessary.

Operates numerous highly technical computer systems including the Computer Aided Dispatch (CAD); enters and retrieves information to and from various databases including TCIC/NCIC, Denton County computer systems, and a variety of local, regional, and state emergency response databases.

Monitors state and national messages, requests, and transactions through TLETS/NLETS while ensuring compliance with Federal and State laws and department policies and procedures

Processes, forwards, and maintains records of information obtained or entered; maintains appropriate logs of services requested.

Operates radio console consisting of numerous talk groups.

Dispatches, monitors, and tracks multiple law enforcement, fire, and EMS agencies.

Ensures radio operations are conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.
Regular and punctual attendance is required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required.

Texas Commission on Law Enforcement (TCOLE) license within one year of their appointment (Tex. Occ. Code § 1701.301; 37 Tex. Admin. Code § 217.27)required.

TCOLE approved Basic Telecommunicator course, Crisis Communications course, TDD/TTY for Telecommunicators and a TCOLE approved Field Training Course required within one year of assignment (Tex. Occ. Code § 1701.405; Tex. Occ. Code § 1701.352).

Must be 18 years of age.

Must be a U.S. citizen.

Possession of a valid driver's license. Must be able to obtain a State of Texas driver's license within 90 days.

SUPPLEMENTAL INFORMATION:

To ensure proper delivery of emails please add jobs@dentoncounty.gov to your email safe list.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://dentoncounty.gov/jobs>

1 Courthouse Dr
Denton, TX 76208
940-349-3080

Jobs@DentonCounty.gov

Position #21-214

COMMUNICATIONS OFFICER - SHERIFF

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